CAL GRANT SSN GPA SUBMISSION PROCESS

Presented by:
California Student Aid Commission,
Institutional Support

Today's webinar . . . .

- Phones are muted
- If you have any questions *during* the presentation, please use the Q & A feature to the right of your screen.
- The SSN Upload User Guide is available at:

  www.csac.ca.gov

  - Click on *High Schools* or *Colleges*
  - The User Guide is located at the bottom.

Agenda

- Assembly Bill 2160, Ting.
- Establish and Renew WebGrants Access
- Accessing WebGrants
- GPA Calculation
- Individual GPA Submission
- GPA Batch Upload
- Reports
- Corrections

Assembly Bill 2160

- Approved by the Governor September 27, 2014
- Becomes law January 1, 2015
- In effect for the 2016-17 application year

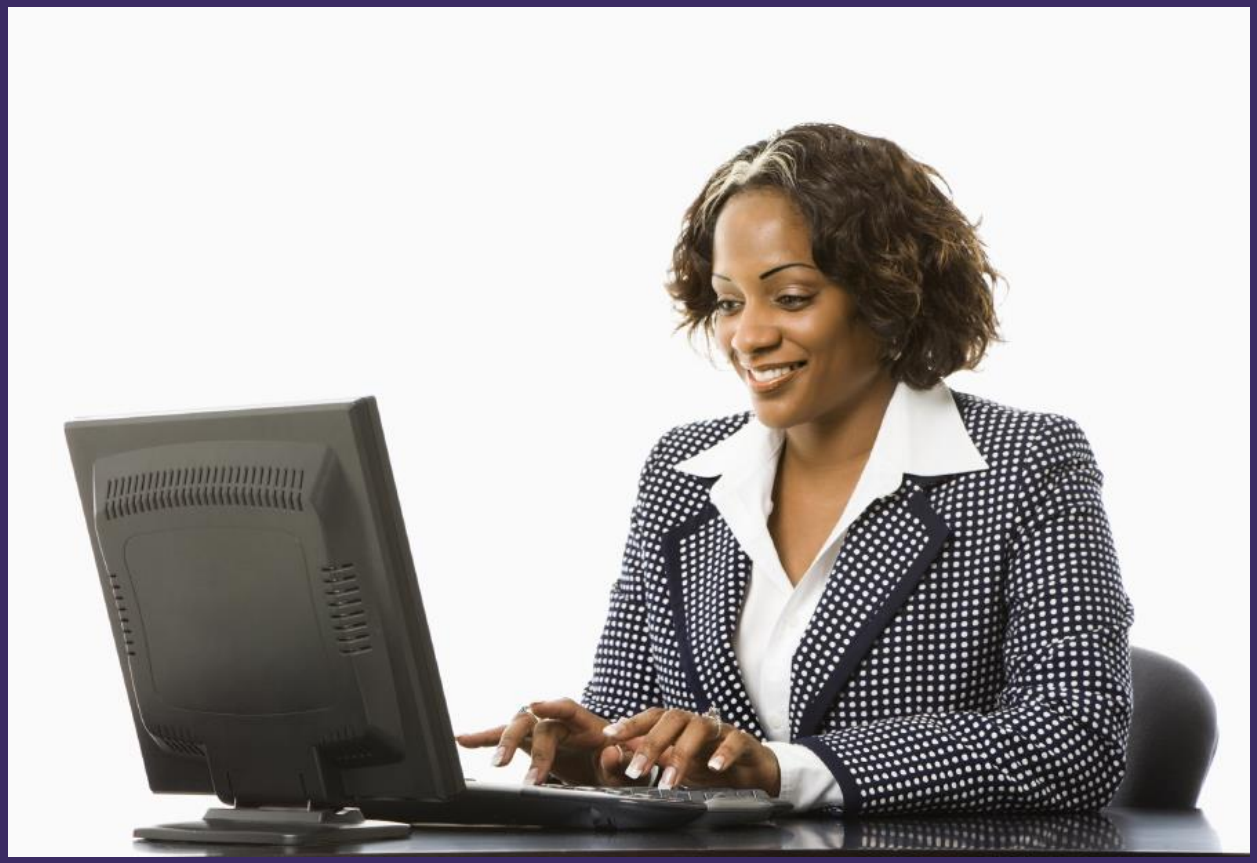
Assembly Bill 2160

- Beginning with 2016-17 GPA submissions
- This state mandate requires all high schools (public and charter) to upload GPAs for all enrolled seniors.
- High schools will need to create an opt-out process
- High Schools will need to provide students/parents an opt-out option no later than October 15th.

Why use WebGrants to submit GPAs?

- GPAs can be submitted individually or in batches.
- WebGrants has built-in edits to catch errors.
- Confirmation that GPAs have been accepted
- Access to Reports
- More secure than US Mail
- Faster than completing paper GPA forms
- Students are awarded sooner
- Free! – Save your school or student the cost of postage

Establish & Renew WebGrants Access

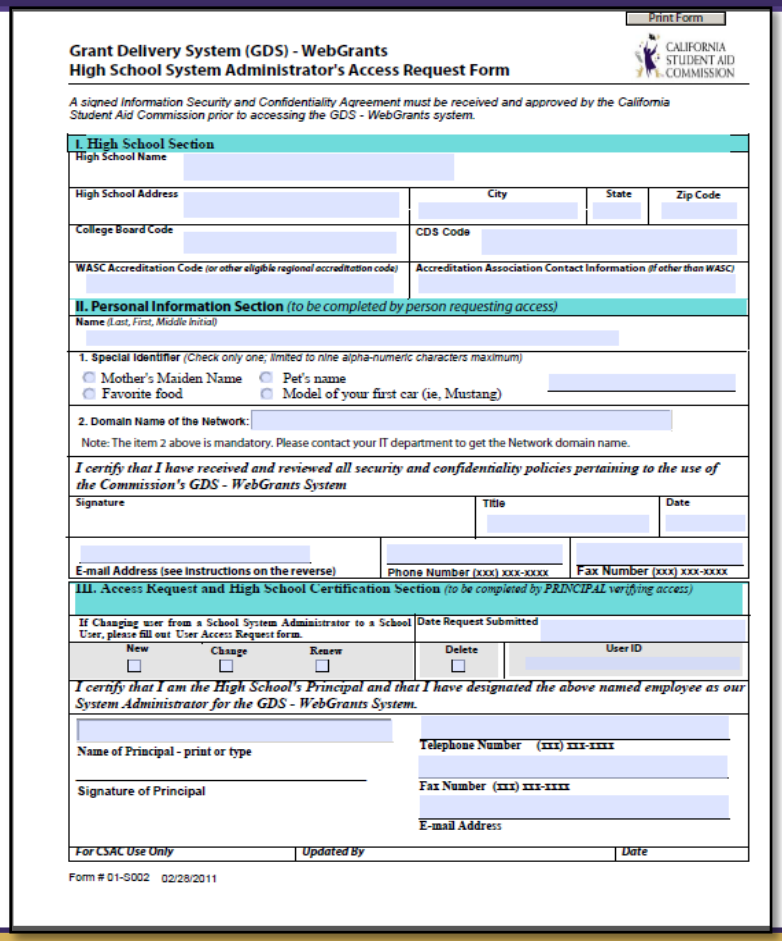


Establish a WebGrants Account

- WebGrants Access Request forms
  - www.csac.ca.gov
- Click on:
  - High Schools or Colleges
  - WebGrants
  - Request for System Administrator Access
  - Request for Security Agreement

System Administrator's Access Request Form

- Form is used to add or delete administrators access to the WebGrants system.
- Form must be signed by administrator requesting access and the principal of the school.
- Without principal signature access cannot be granted.
- The college Access Request form is similar



Print Form

Grant Delivery System (GDS) - WebGrants
High School System Administrator's Access Request Form

CALIFORNIA STUDENT AID COMMISSION

A signed Information Security and Confidentiality Agreement must be received and approved by the California Student Aid Commission prior to accessing the GDS - WebGrants system.

I. High School Section

High School Name

High School Address | City | State | Zip Code

College Board Code | CDS Code

WASC Accreditation Code *(or other eligible regional accreditation code)* | Accreditation Association Contact Information *(if other than WASC)*

II. Personal Information Section *(to be completed by person requesting access)*

Name *(Last, First, Middle Initial)*

1. Special Identifier *(Check only one; limited to nine alpha-numeric characters maximum)*
   - Mother's Maiden Name
   - Pet's name
   - Favorite food
   - Model of your first car (ie, Mustang)

2. Domain Name of the Network:

Note: The item 2 above is mandatory. Please contact your IT department to get the Network domain name.

I certify that I have received and reviewed all security and confidentiality policies pertaining to the use of the Commission's GDS - WebGrants System

Signature | Title | Date

E-mail Address (see instructions on the reverse) | Phone Number (xxx) xxx-xxxx | Fax Number (xxx) xxx-xxxx

III. Access Request and High School Certification Section *(to be completed by PRINCIPAL verifying access)*

If Changing user from a School System Administrator to a School User, please fill out User Access Request form. | Date Request Submitted

New ☐ Change ☐ Renew ☐ | Delete ☐ | User ID

I certify that I am the High School's Principal and that I have designated the above named employee as our System Administrator for the GDS - WebGrants System.

Name of Principal - print or type

Signature of Principal

Telephone Number (xxx) xxx-xxxx

Fax Number (xxx) xxx-xxxx

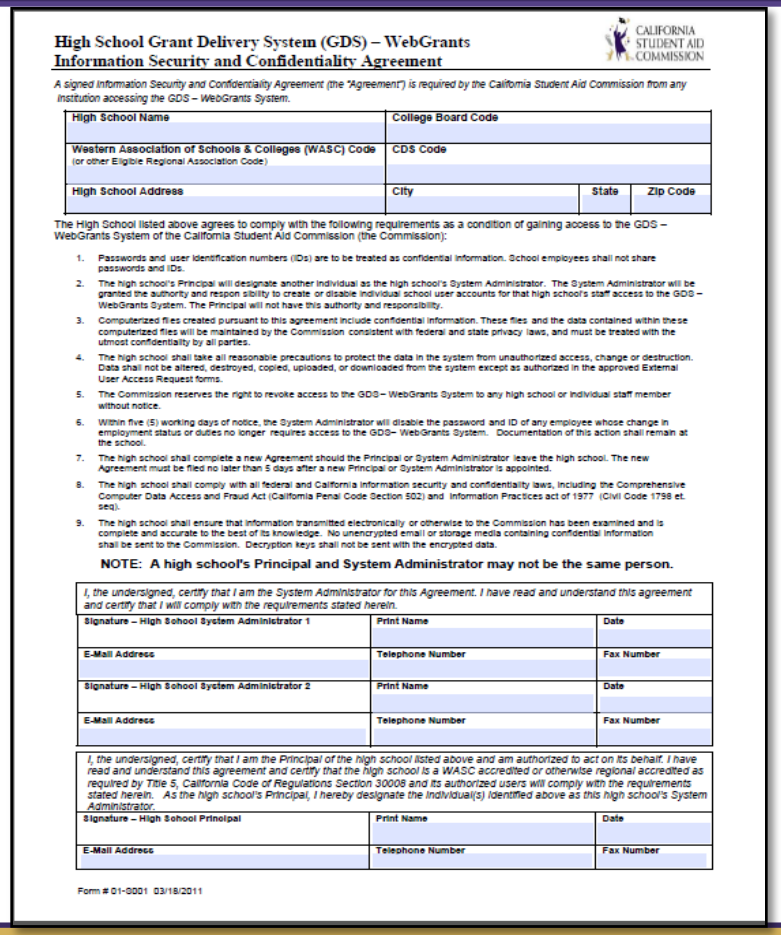
E-mail Address

For CSAC Use Only | *Updated By* | *Date*

Form # 01-S002 02/28/2011

Security and Confidentiality Agreement

- Form must be completed and sent with the System Administrator Access Form.
- Form is to be signed by administrator requesting access and the principal of school.
- Form is to be signed by administrator requesting access and the principal of school.
- The college Security and Confidentiality form is similar



High School Grant Delivery System (GDS) – WebGrants
Information Security and Confidentiality Agreement

CALIFORNIA STUDENT AID COMMISSION

A signed Information Security and Confidentiality Agreement (the "Agreement") is required by the California Student Aid Commission from any institution accessing the GDS – WebGrants System.

High School Name	College Board Code		
Western Association of Schools & Colleges (WASC) Code (or other Eligible Regional Association Code)	CDS Code		
High School Address	City	State	Zip Code

The High School listed above agrees to comply with the following requirements as a condition of gaining access to the GDS – WebGrants System of the California Student Aid Commission (the Commission):

1. Passwords and user identification numbers (IDs) are to be treated as confidential information. School employees shall not share passwords and IDs.
2. The high school's Principal will designate another individual as the high school's System Administrator. The System Administrator will be granted the authority and respon sibility to create or disable individual school user accounts for that high school's staff access to the GDS – WebGrants System. The Principal will not have this authority and responsibility.
3. Computerized files created pursuant to this agreement include confidential information. These files and the data contained within these computerized files will be maintained by the Commission consistent with federal and state privacy laws, and must be treated with the utmost confidentiality by all parties.
4. The high school shall take all reasonable precautions to protect the data in the system from unauthorized access, change or destruction. Data shall not be altered, destroyed, copied, uploaded, or downloaded from the system except as authorized in the approved External User Access Request forms.
5. The Commission reserves the right to revoke access to the GDS– WebGrants System to any high school or individual staff member without notice.
6. Within five (5) working days of notice, the System Administrator will disable the password and ID of any employee whose change in employment status or duties no longer requires access to the GDS– WebGrants System. Documentation of this action shall remain at the school.
7. The high school shall complete a new Agreement should the Principal or System Administrator leave the high school. The new Agreement must be filed no later than 5 days after a new Principal or System Administrator is appointed.
8. The high school shall comply with all federal and California information security and confidentiality laws, including the Comprehensive Computer Data Access and Fraud Act (California Penal Code Section 502) and Information Practices act of 1977 (Civil Code 1798 et. seq).
9. The high school shall ensure that information transmitted electronically or otherwise to the Commission has been examined and is complete and accurate to the best of its knowledge. No unencrypted email or storage media containing confidential information shall be sent to the Commission. Decryption keys shall not be sent with the encrypted data.

NOTE: A high school's Principal and System Administrator may not be the same person.

I, the undersigned, certify that I am the System Administrator for this Agreement. I have read and understand this agreement and certify that I will comply with the requirements stated herein.

Signature – High School System Administrator 1	Print Name	Date
E-Mail Address	Telephone Number	Fax Number
Signature – High School System Administrator 2	Print Name	Date
E-Mail Address	Telephone Number	Fax Number

I, the undersigned, certify that I am the Principal of the high school listed above and am authorized to act on its behalf. I have read and understand this agreement and certify that the high school is a WASC accredited or otherwise regional accredited as required by Title 5, California Code of Regulations Section 30008 and its authorized users will comply with the requirements stated herein. As the high school's Principal, I hereby designate the individual(s) identified above as this high school's System Administrator.

Signature – High School Principal	Print Name	Date
E-Mail Address	Telephone Number	Fax Number

Form # 01-0001 03/18/2011

WebGrants Access Forms

- Forms should be sent by mail; Keep a copy for your records
- WebGrants access must be renewed:
  - every other year for high school users
  - every year for college users
- Once your forms are processed:
  - The System Administrator will be emailed a link to the WebGrants User Account Page
  - The principal will be emailed the passcode
  - You must obtain the passcode and User-ID from your principal for initial log-in.

Access Forms

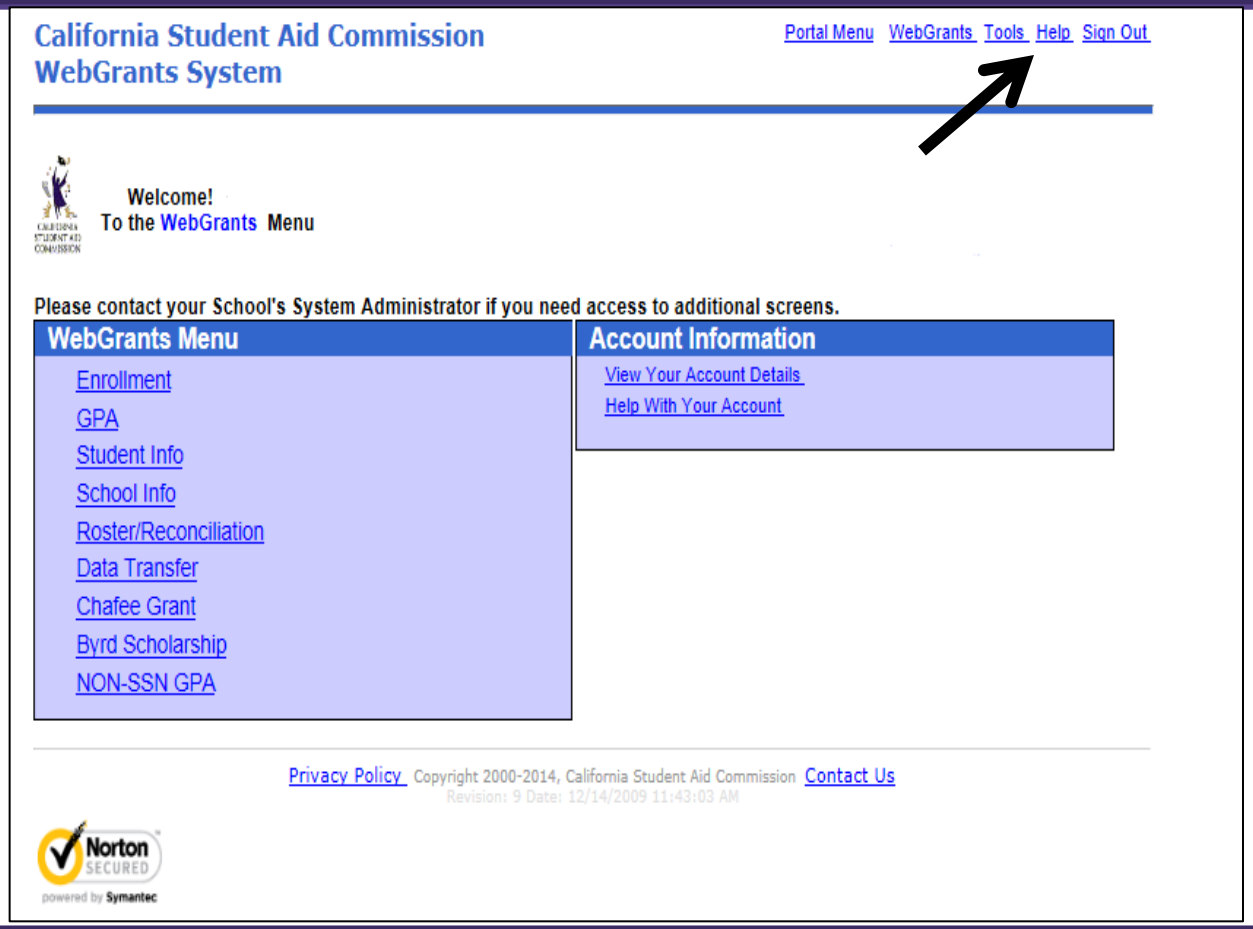
- CSAC Technology Help Desk
  - 888-294-0148
  - csachelpdesk@csac.ca.gov

    - Status of Access Request Forms
    - WebGrants Log-in Assistance
    - Password Reset

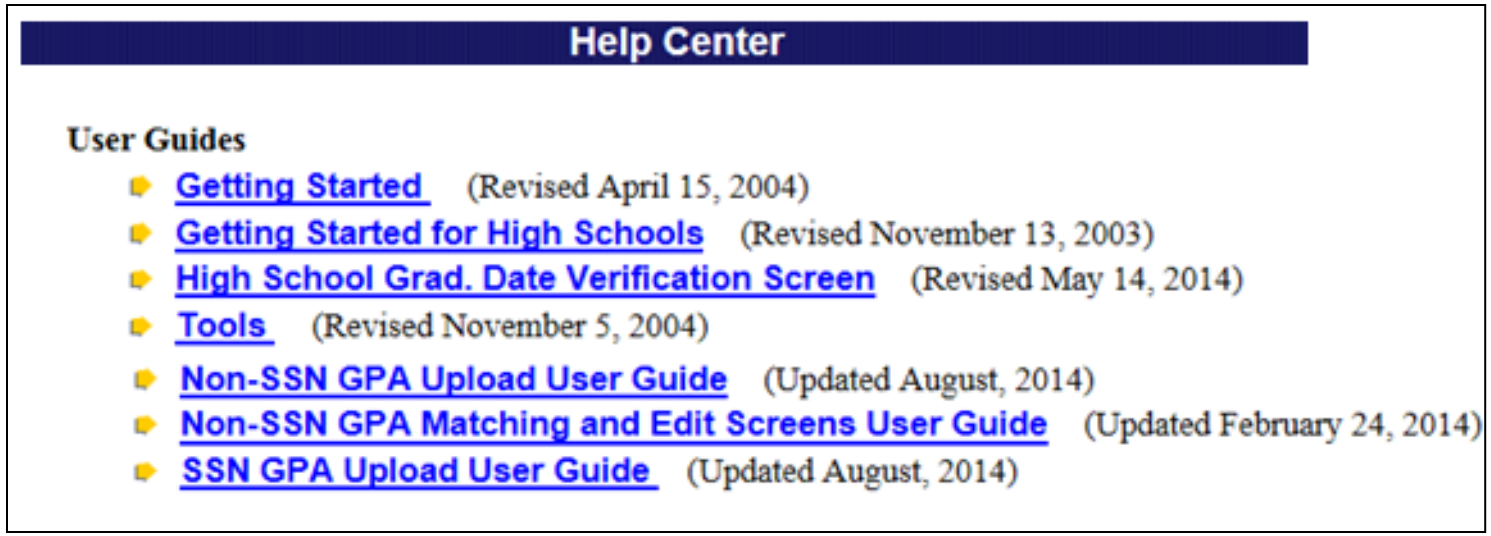
Accessing WebGrants

HTTPS://WEBGRANTS.CSAC.CA.GOV

User Guides
Located within the Help link



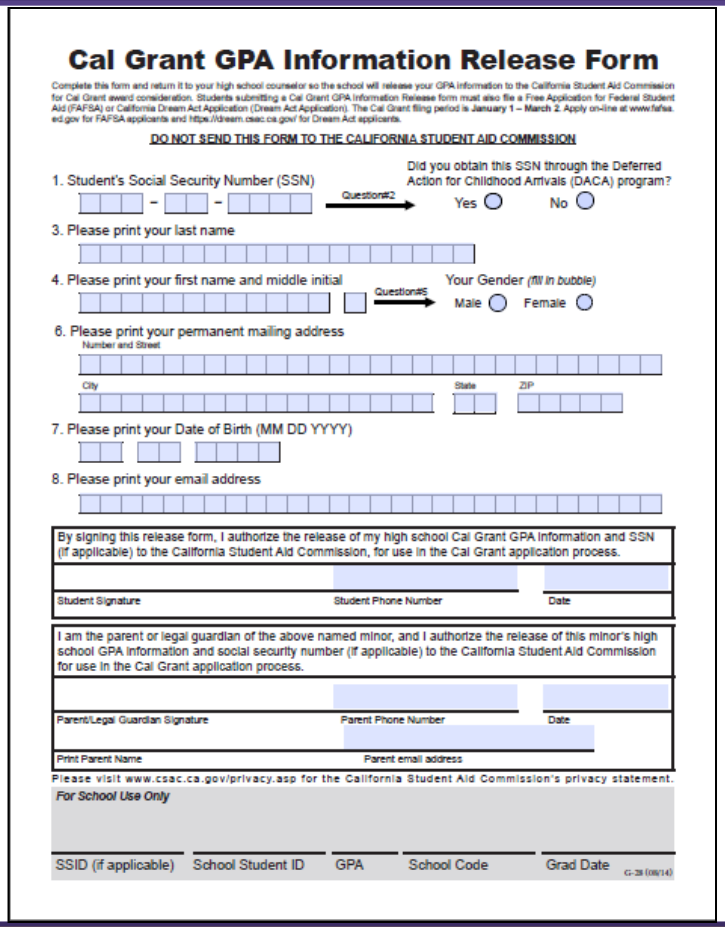
WebGrants Help Menu



Cal Grant GPA Information Release Form

- Provided for high schools who's policy requires permission prior to GPA submission
- A Form for students to take home
- Explains California Information Privacy Act of 1977
- Requires a parent and student signature
- Social Security Number
- To be returned to high school and retained

Cal Grant GPA Information Release Form



Cal Grant GPA Information Release Form

Complete this form and return it to your high school counselor so the school will release your GPA information to the California Student Aid Commission for Cal Grant award consideration. Students submitting a Cal Grant GPA Information Release form must also file a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (Dream Act Application). The Cal Grant filing period is **January 1 – March 2**. Apply on-line at www.fafsa.ed.gov for FAFSA applicants and https://dream.csac.ca.gov/ for Dream Act applicants.

DO NOT SEND THIS FORM TO THE CALIFORNIA STUDENT AID COMMISSION

1. Student's Social Security Number (SSN) – – Question#2 → Did you obtain this SSN through the Deferred Action for Childhood Arrivals (DACA) program? Yes ○ No ○

3. Please print your last name

4. Please print your first name and middle initial Question#5 → Your Gender *(fill in bubble)* Male ○ Female ○

6. Please print your permanent mailing address
   Number and Street
   City State ZIP

7. Please print your Date of Birth (MM DD YYYY)

8. Please print your email address

By signing this release form, I authorize the release of my high school Cal Grant GPA information and SSN (if applicable) to the California Student Aid Commission, for use in the Cal Grant application process.

Student Signature | Student Phone Number | Date

I am the parent or legal guardian of the above named minor, and I authorize the release of this minor's high school GPA information and social security number (if applicable) to the California Student Aid Commission for use in the Cal Grant application process.

Parent/Legal Guardian Signature | Parent Phone Number | Date

Print Parent Name | Parent email address

Please visit www.csac.ca.gov/privacy.asp for the California Student Aid Commission's privacy statement.

For School Use Only

SSID (if applicable) | School Student ID | GPA | School Code | Grad Date

G-28 (08/14)

Cal Grant GPA Information Release Form

- Form located at www.csac.ca.gov
- Click on:
  - High Schools
  - GPA Release Form – for students

Cal Grant GPA Calculation

CAL GRANT GPA CALCULATION

FOR HIGH SCHOOL SENIORS THAT HAVE NOT GRADUATED

- Use grades from sophomore year through summer after junior year only – No senior year courses.
- Do Not include grades from P.E., ROTC, or Remedial Courses (as defined by the school).
- Failing grades not retaken prior to the senior year must be included.
- Calculate the GPA's on a 4.00 scale – Weighted GPAs over 4.00 will not be accepted.

CAL GRANT GPA CALCULATION

FOR HIGH SCHOOL GRADUATES

- Use grades from sophomore year through summer after senior year.
- DO NOT include grades from P.E., ROTC, or remedial courses (as defined by the school).
- Failing grades not retaken must be included.
- Calculate the GPAs on a 4.00 scale - GPAs over 4.00 will not be accepted.

CAL GRANT GPA CALCULATION

FOR COLLEGE STUDENTS

- Please refer to the www.csac.ca.gov website for specific instructions on calculating a college GPA.

Reestablished California Community College GPA:
Based on 16-23 completed units

Regular California Community College GPA:
Based on 24+ completed units

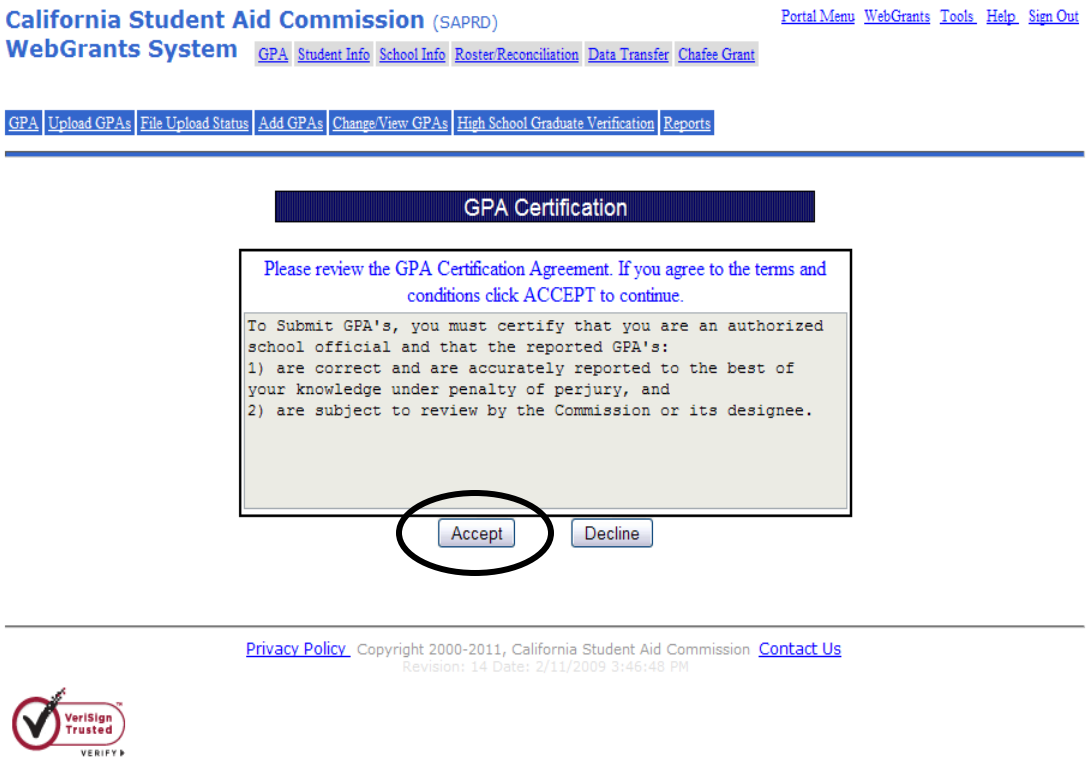
Quick Tips

- Don’t Wait! – GPAs can be submitted now!
- Establish a WebGrants account.
- Check on your existing WebGrants account status – You may need to reset your password.
- Refer to the WebGrants User Guides on the GPA upload process.

Individual GPA Submission

Individual GPA Submission

INDIVIDUAL GPA SUBMISSION



Individual GPA Submission

Quick Tip

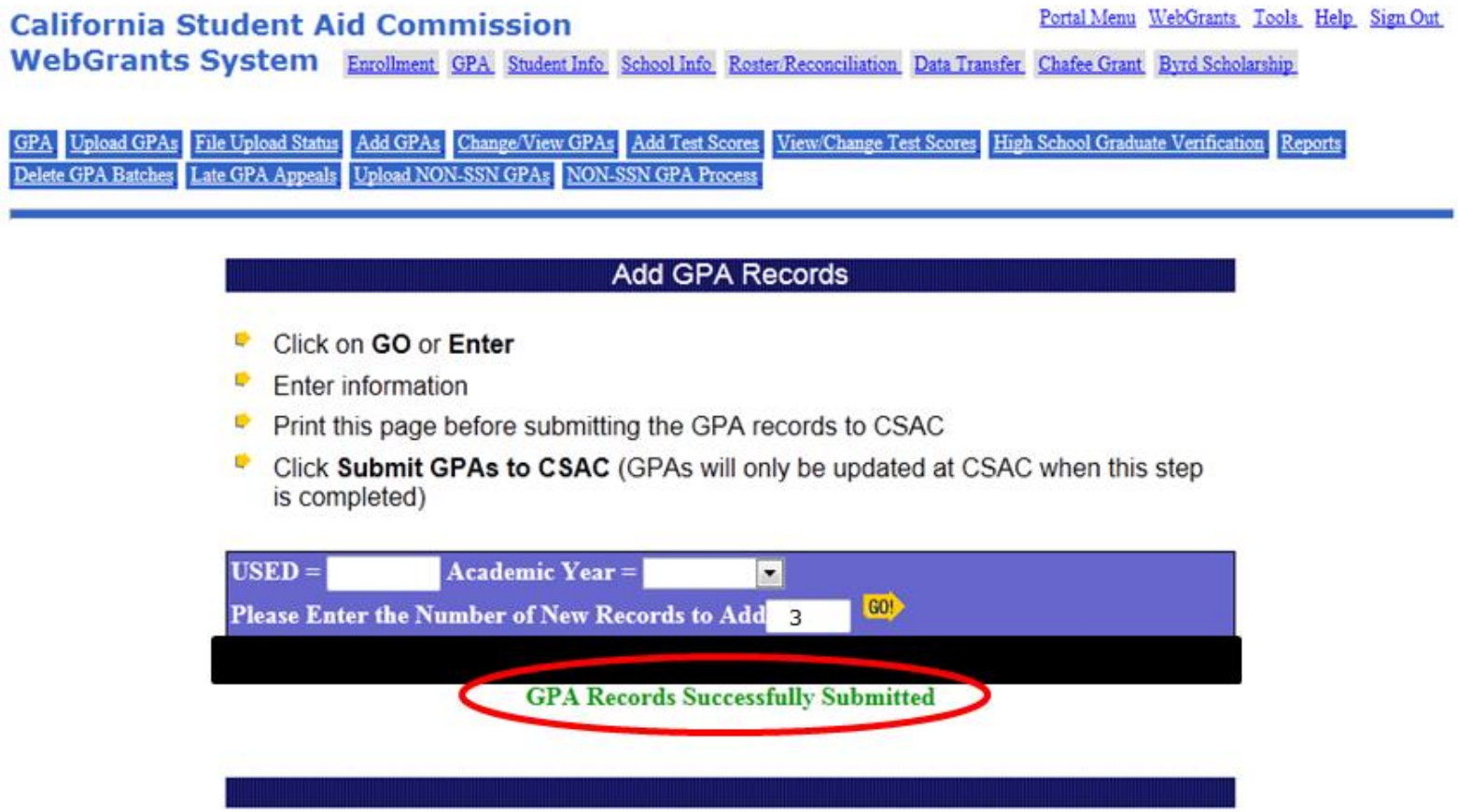
- When adding GPAs individually, add no more than 10 at a time.
- The WebGrants System will time out; if the system times out before you click "Submit" the GPAs will not be saved.

Individual GPA Submission

SEQ #	SSN	Grad Date (mmyyyy)	HS GPA Flag	School Code	GPA	SP School Code	SSID
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Submit GPAs to CSAC

Individual GPA Submission



GPA Batch Upload

Data collection Options . . .

A. Create text file using your Student Information Management System (e.g. Aeries)

B. Use Excel to create your file and upload to WebGrants

Option A

- Convenient if you will be submitting GPAs for your entire senior class.
- Use your SIMS to export the necessary data into a text file then upload the information to WebGrants.
- The text file must meet file specifications in order to upload successfully.
- File specifications are available in WebGrants in the Help Menu.

Data File Specifications

FieldNam	Length	Type	Position	Comment
SSN	9	Numeric	1-9	Required
Blank	1	Filler	10	Blank
GPA	3	Numeric	11-13	Required
Blank	1	Filler	14	Blank
School Code	6	Numeric	15-20	Required
Blank	1	Filler	21	Blank
High School	1	Alpha	22	Required
Blank	1	Filler	23	Blank
HS Grad Date	6	Numeric	24-29	Required
Blank	1	Filler	30	Blank
SP School Code	6	Numeric	31-36	Required
Blank	1	Filler	37	Blank
State Student ID	10	Numeric	38-47	Required

A	B	C	D	E	F	G
SSN	GPA	School Code	Y or N	HS Grad Date	Spring School code	SSID

Option B

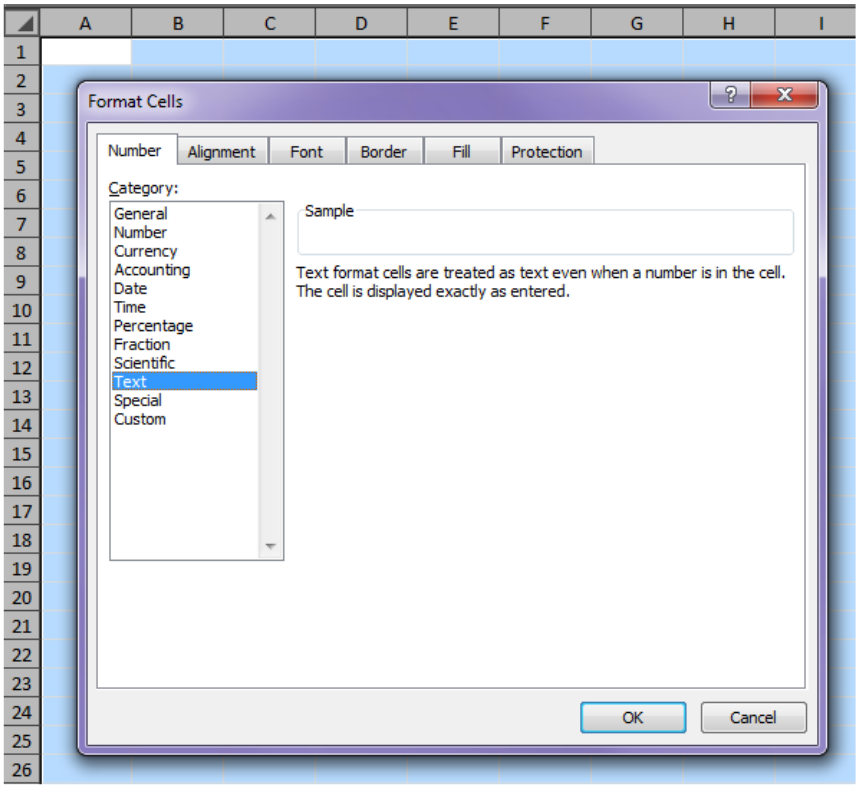
- If you will be collecting many GPA Information Release forms from students over time.
- You can save an Excel spreadsheet to your computer and add student data as you receive Release forms. Then upload your file in February.
- Your Excel spreadsheet must be saved as a text file and must meet file specifications in order to upload successfully.

Format Cells as Text

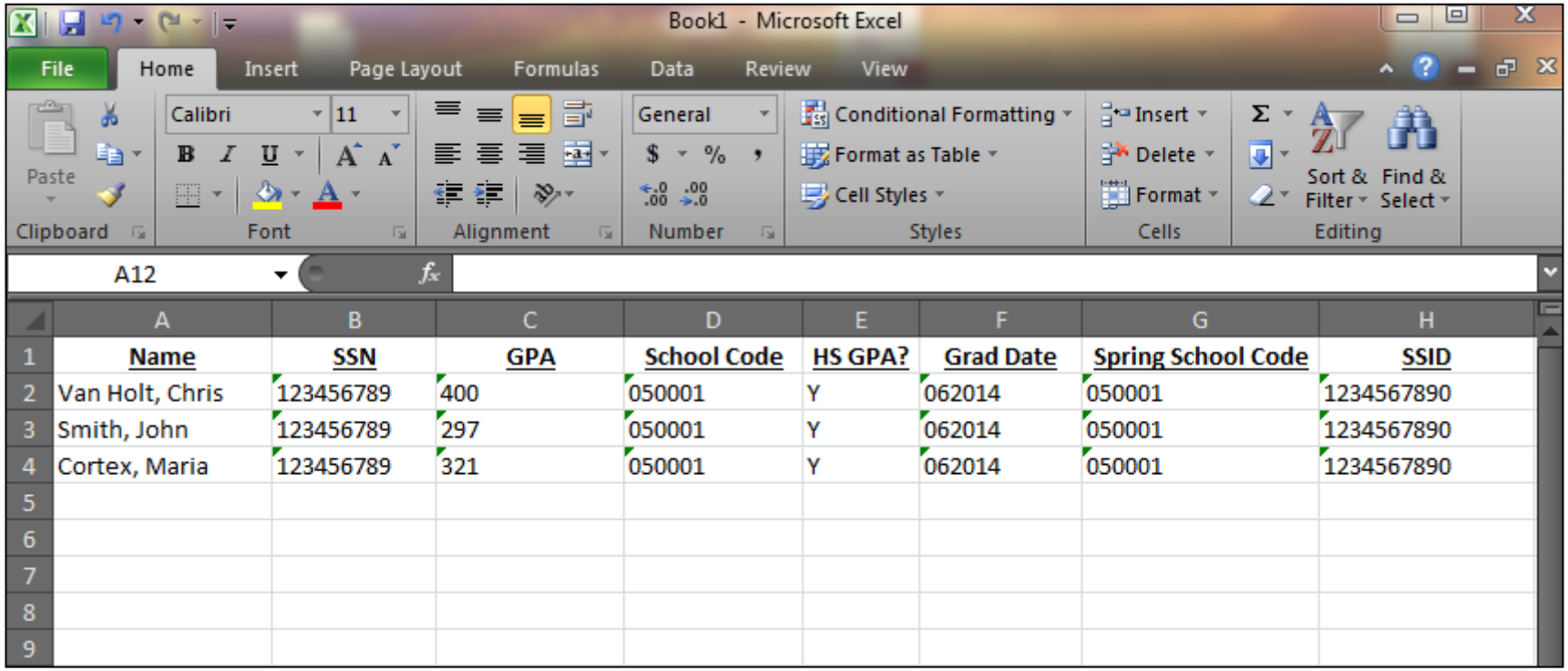
- When using Excel to create your GPA file, you must first format all cells as text.

To do this:

  - First, click on the corner cell between "1" and "A" to highlight all cells
  - Next, right click to choose "Format Cells"
  - Then, select "Text" in the Number tab
  - Last, Click "OK"

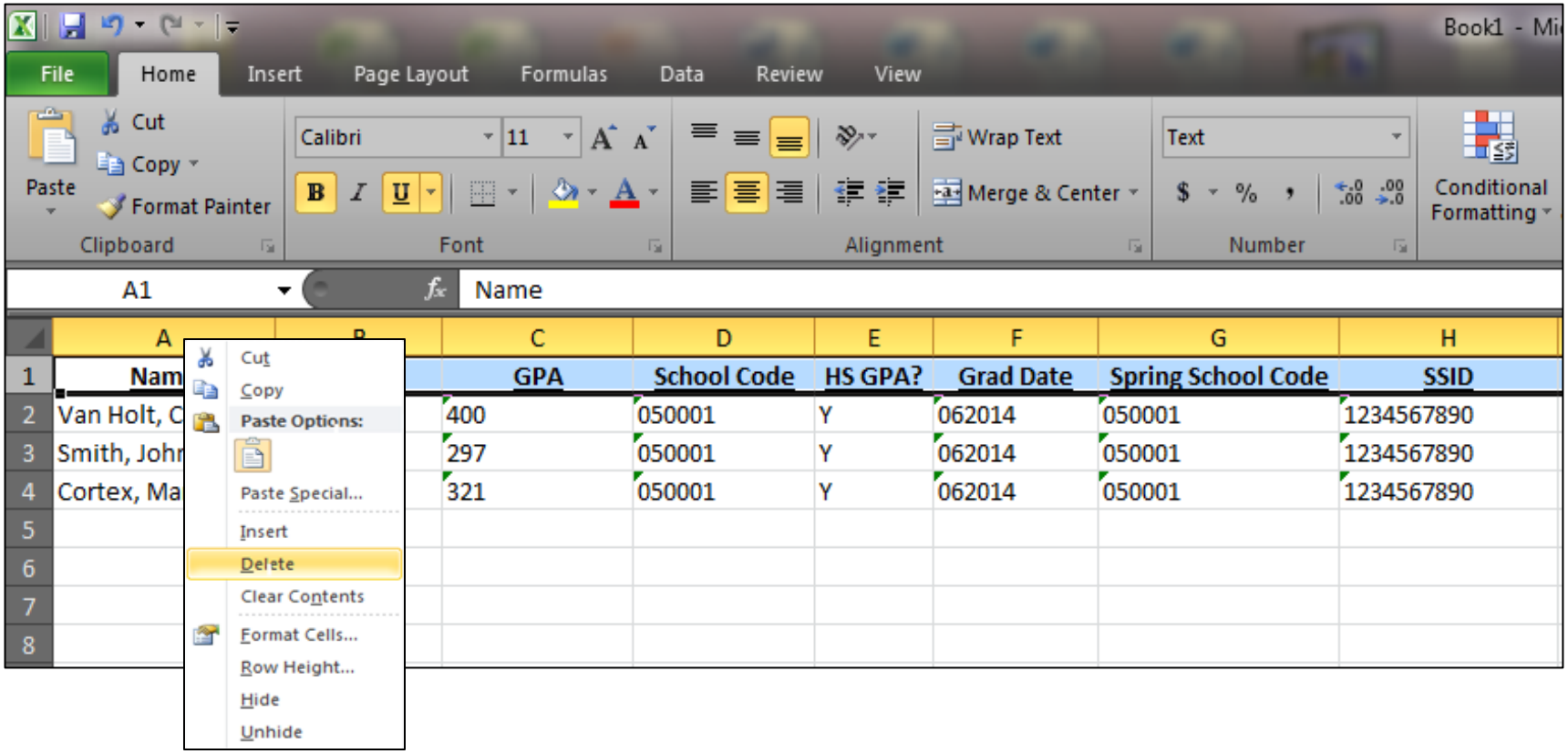


Adding student data to excel file

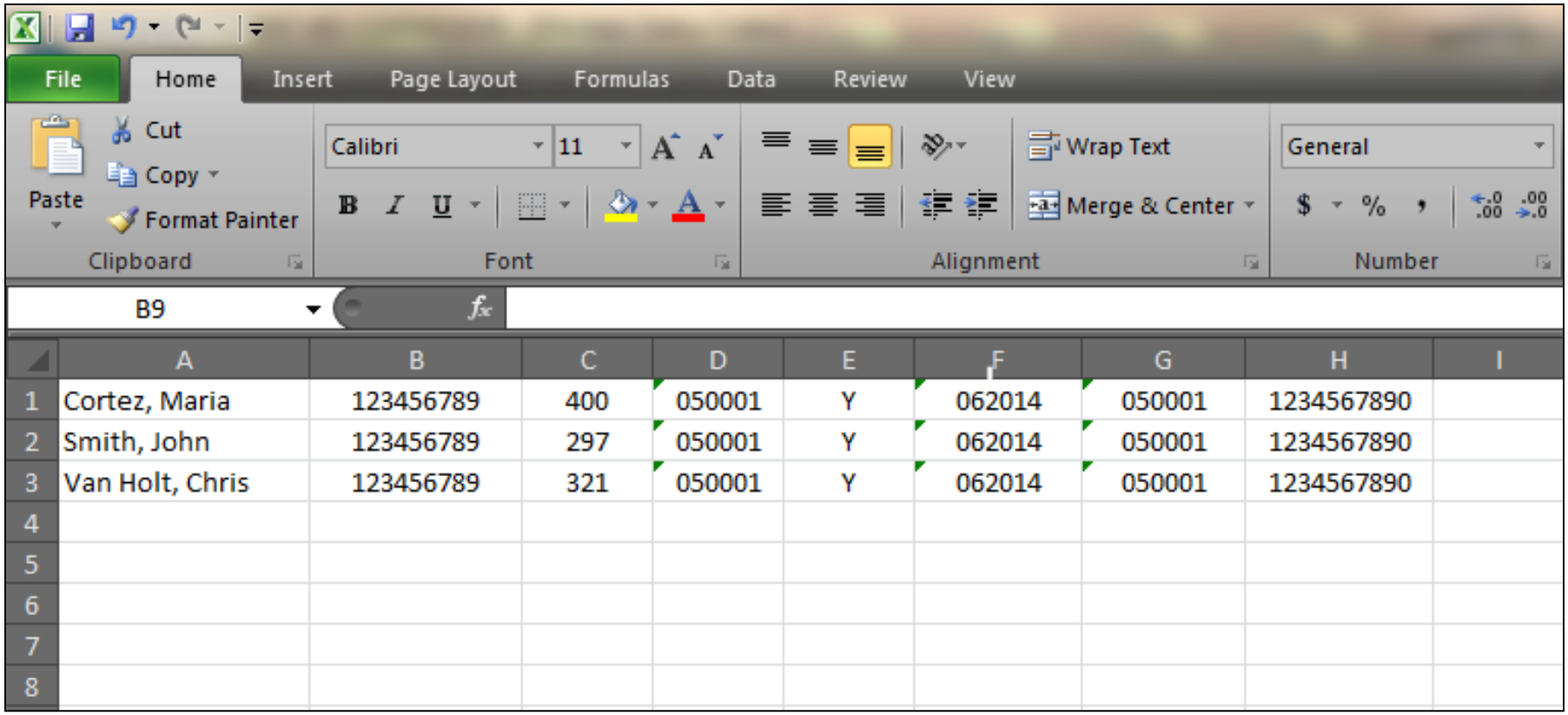


	A	B	C	D	E	F	G	H
1	Name	SSN	GPA	School Code	HS GPA?	Grad Date	Spring School Code	SSID
2	Van Holt, Chris	123456789	400	050001	Y	062014	050001	1234567890
3	Smith, John	123456789	297	050001	Y	062014	050001	1234567890
4	Cortex, Maria	123456789	321	050001	Y	062014	050001	1234567890
5								
6								
7								
8								
9								

Select and delete title row

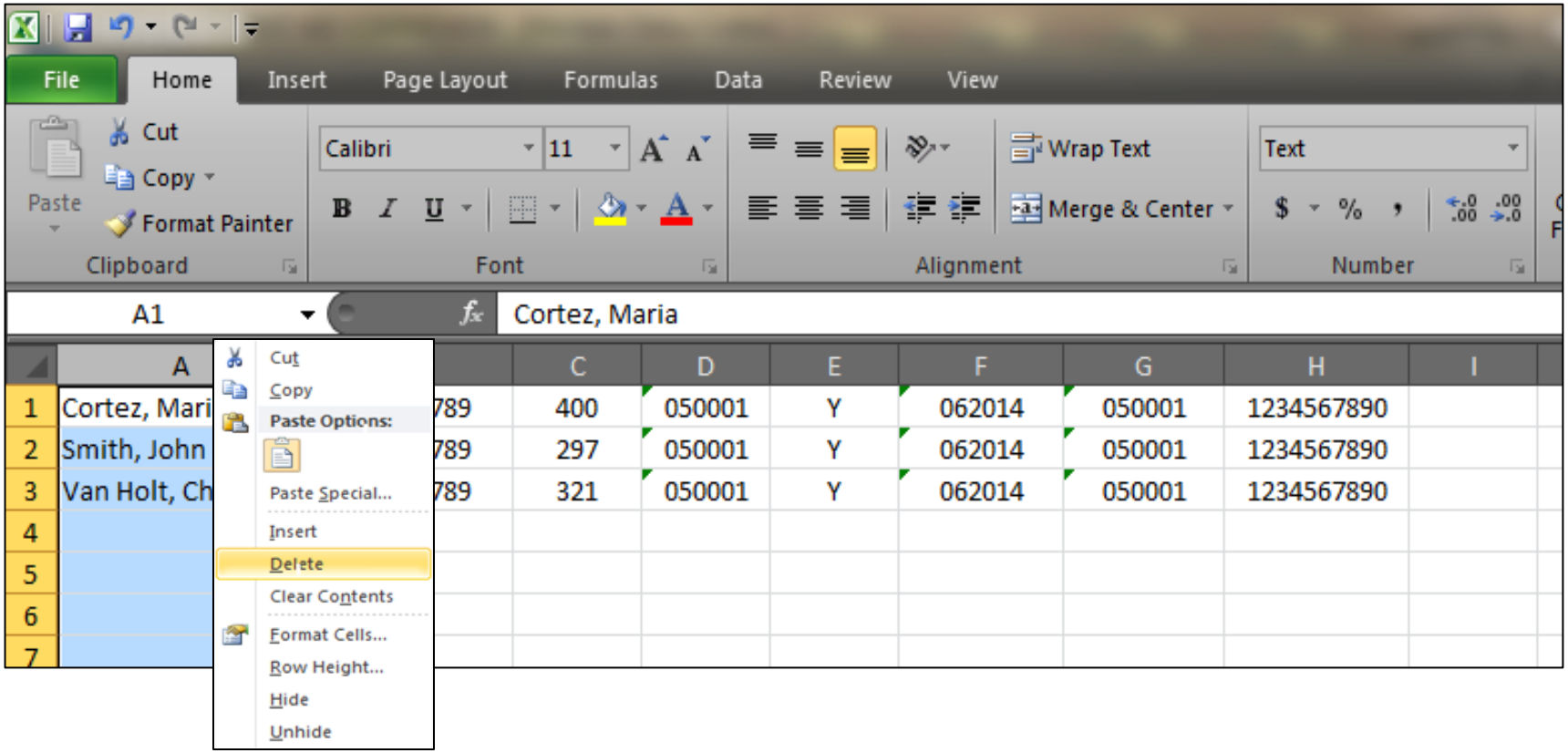


The row is gone and the data moved up

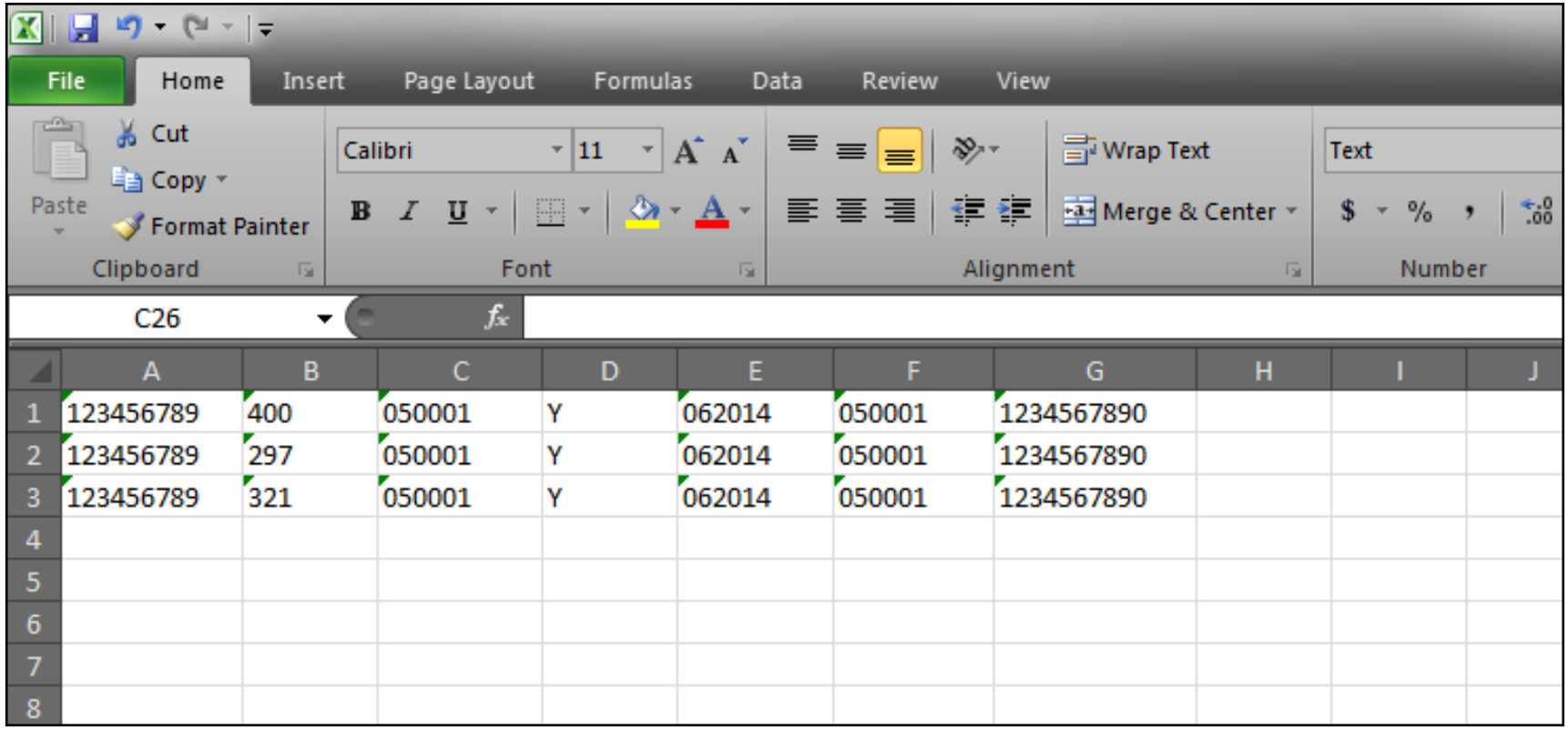


	A	B	C	D	E	F	G	H	I
1	Cortez, Maria	123456789	400	050001	Y	062014	050001	1234567890	
2	Smith, John	123456789	297	050001	Y	062014	050001	1234567890	
3	Van Holt, Chris	123456789	321	050001	Y	062014	050001	1234567890	
4									
5									
6									
7									
8									

Delete Names

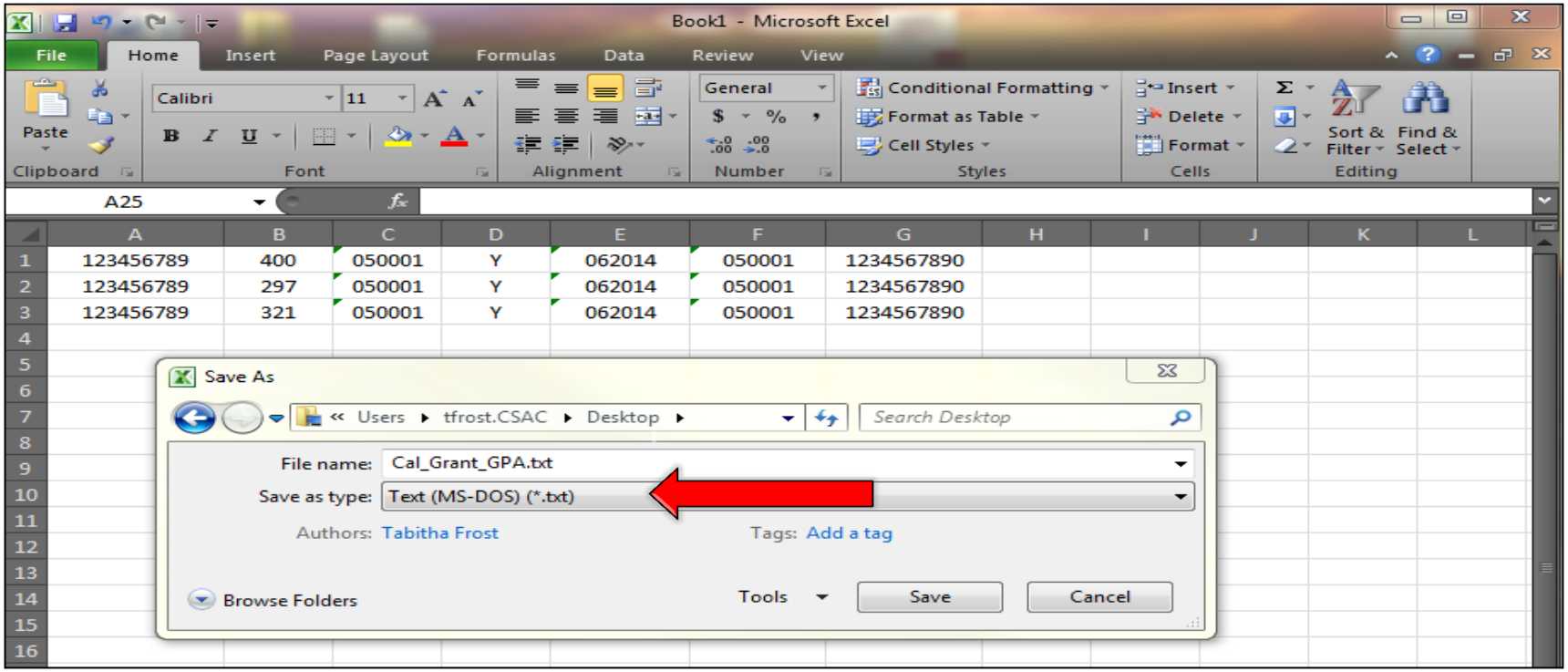


Now let's save as text

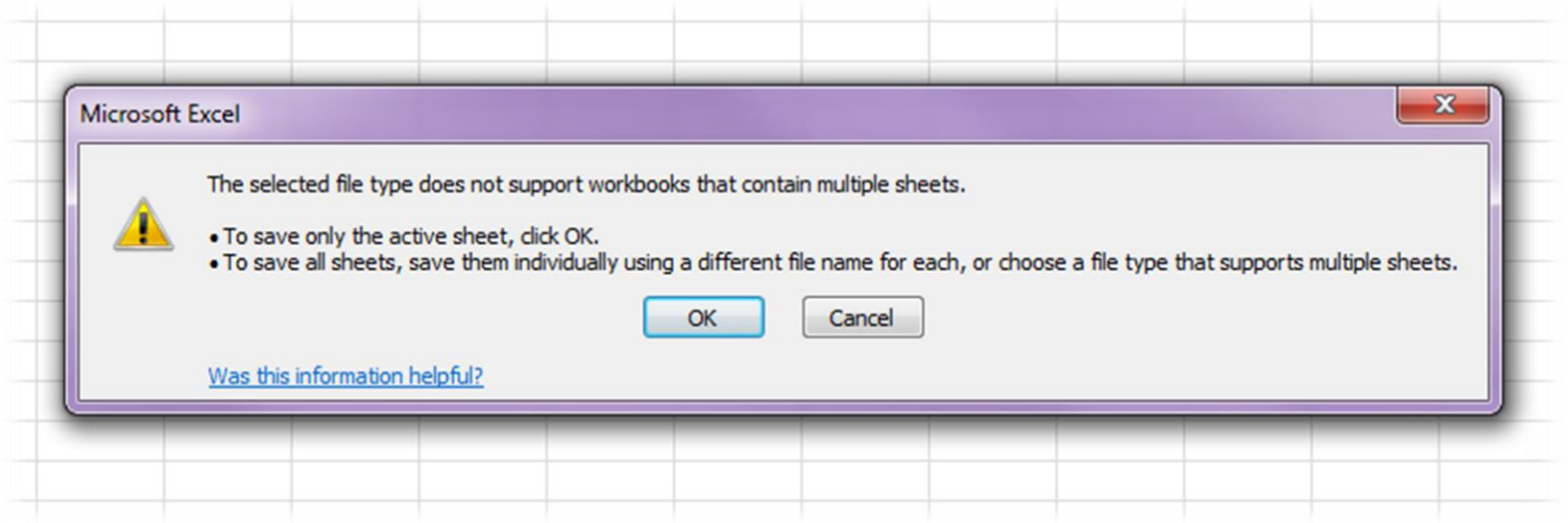


	A	B	C	D	E	F	G	H	I	J
1	123456789	400	050001	Y	062014	050001	1234567890			
2	123456789	297	050001	Y	062014	050001	1234567890			
3	123456789	321	050001	Y	062014	050001	1234567890			
4										
5										
6										
7										
8										

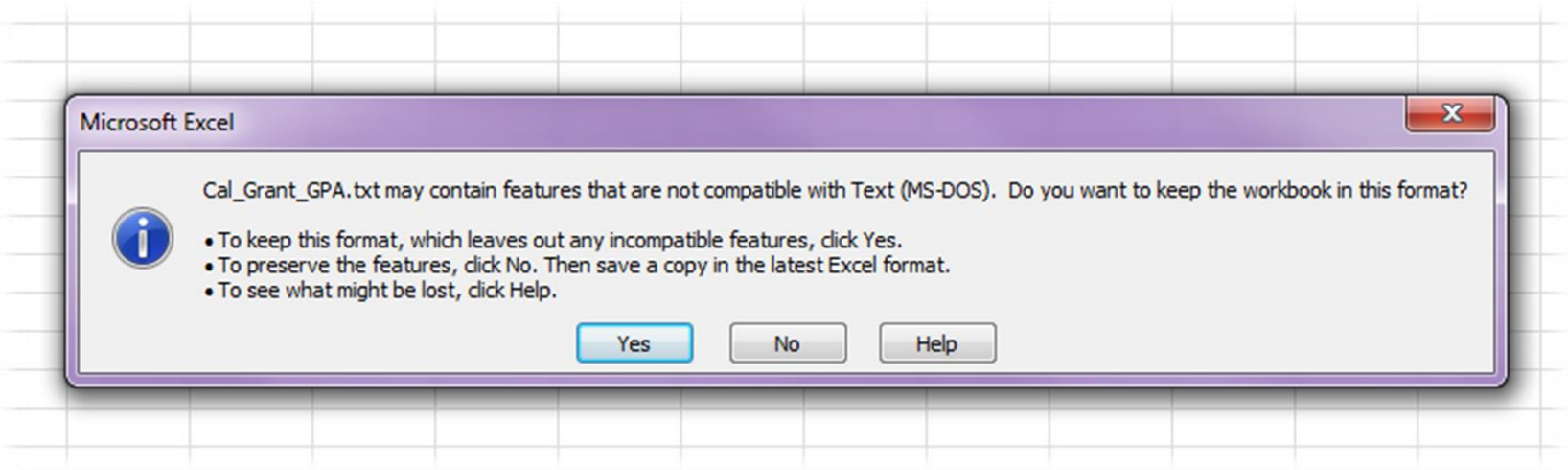
Save as Text (MS-DOS)(.txt)



Click 'ok' to first alert



Click 'Yes' to second alert

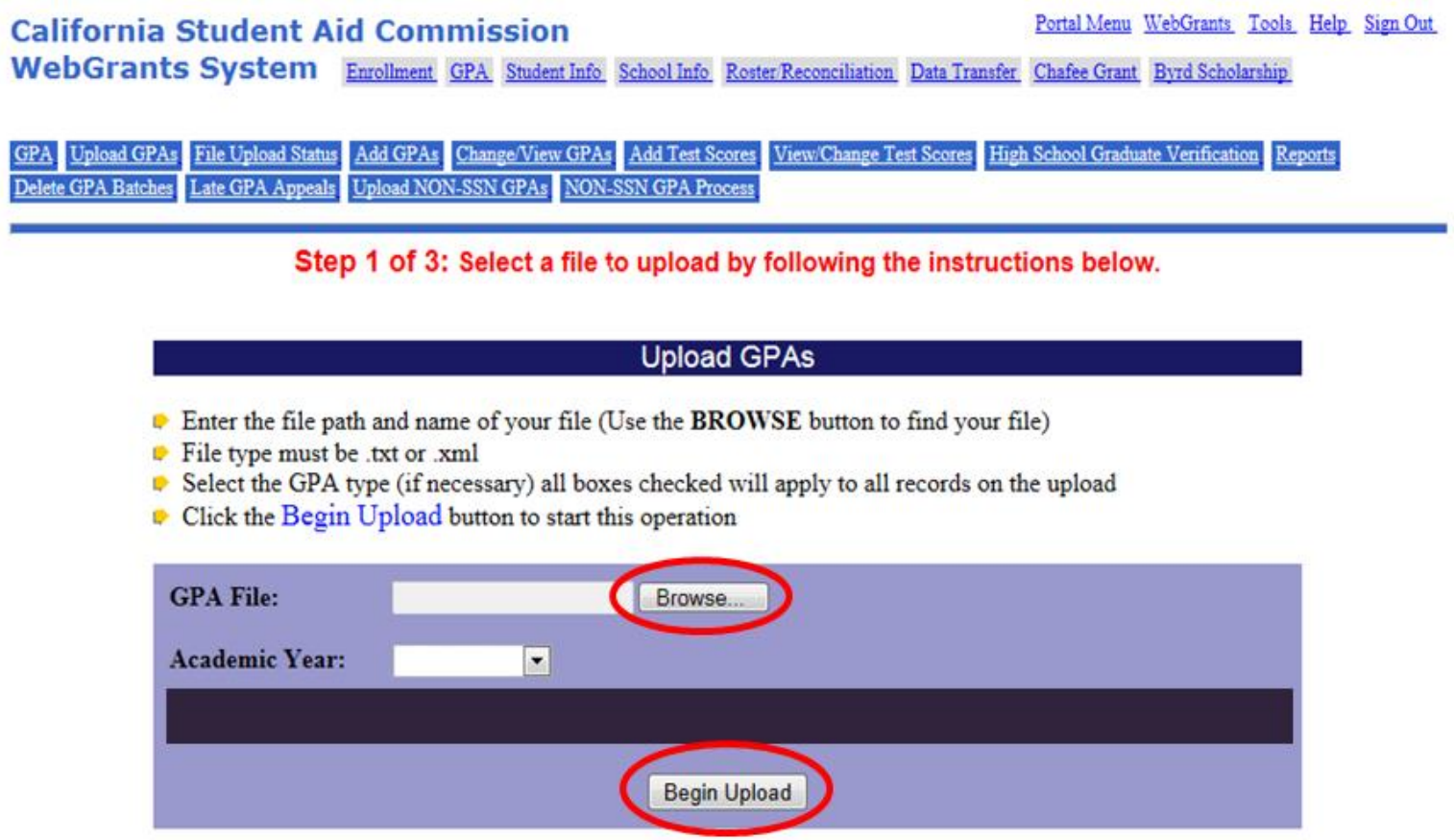


Here's your text file

```
123456789   400   050001   Y   062014   050001   1234567890
123456789   297   050001   Y   062014   050001   1234567890
123456789   321   050001   Y   062014   050001   1234567890
```

NOW, UPLOAD THE TEXT FILE

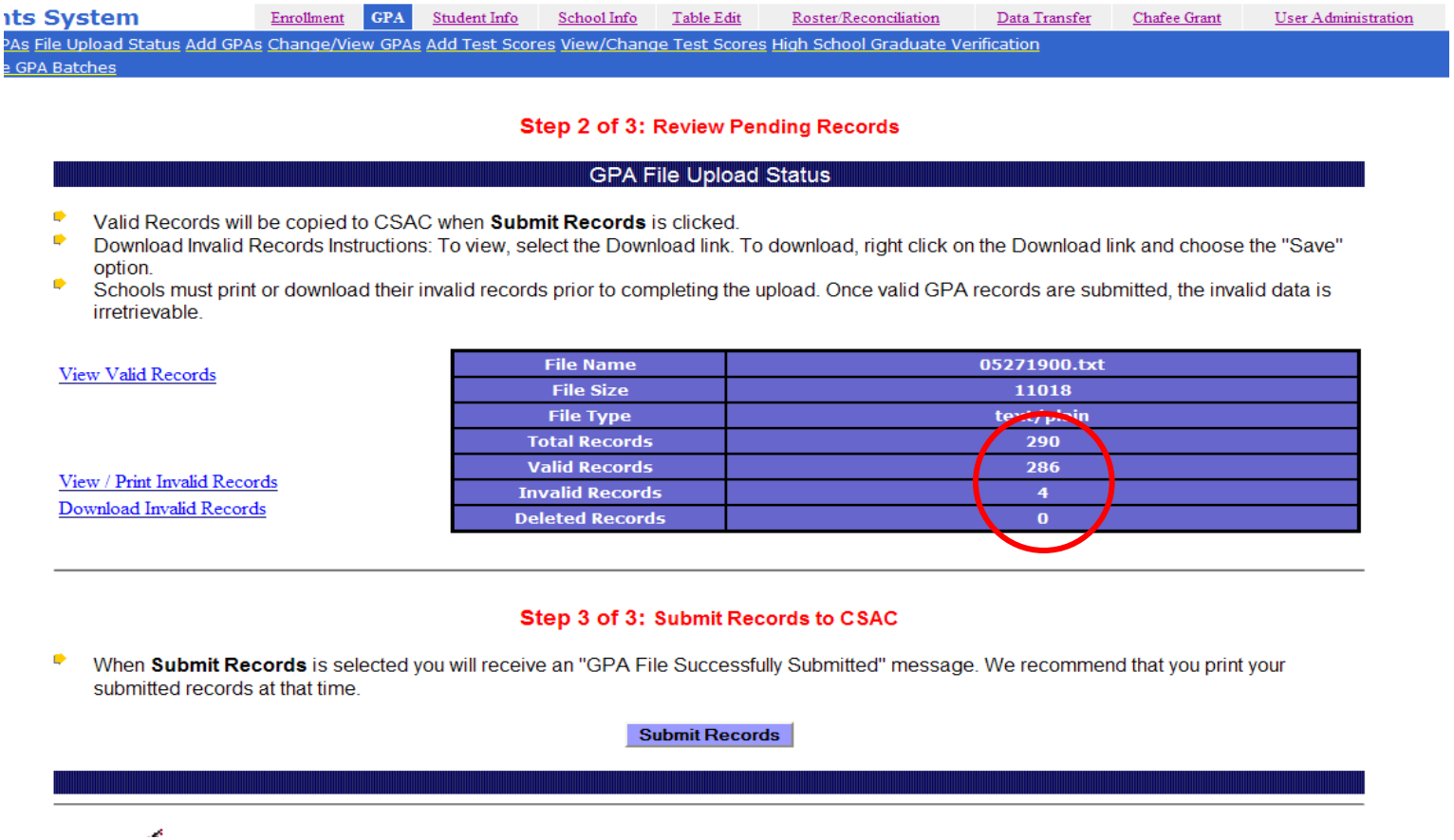
Step 1 of 3: Upload GPAs Screen



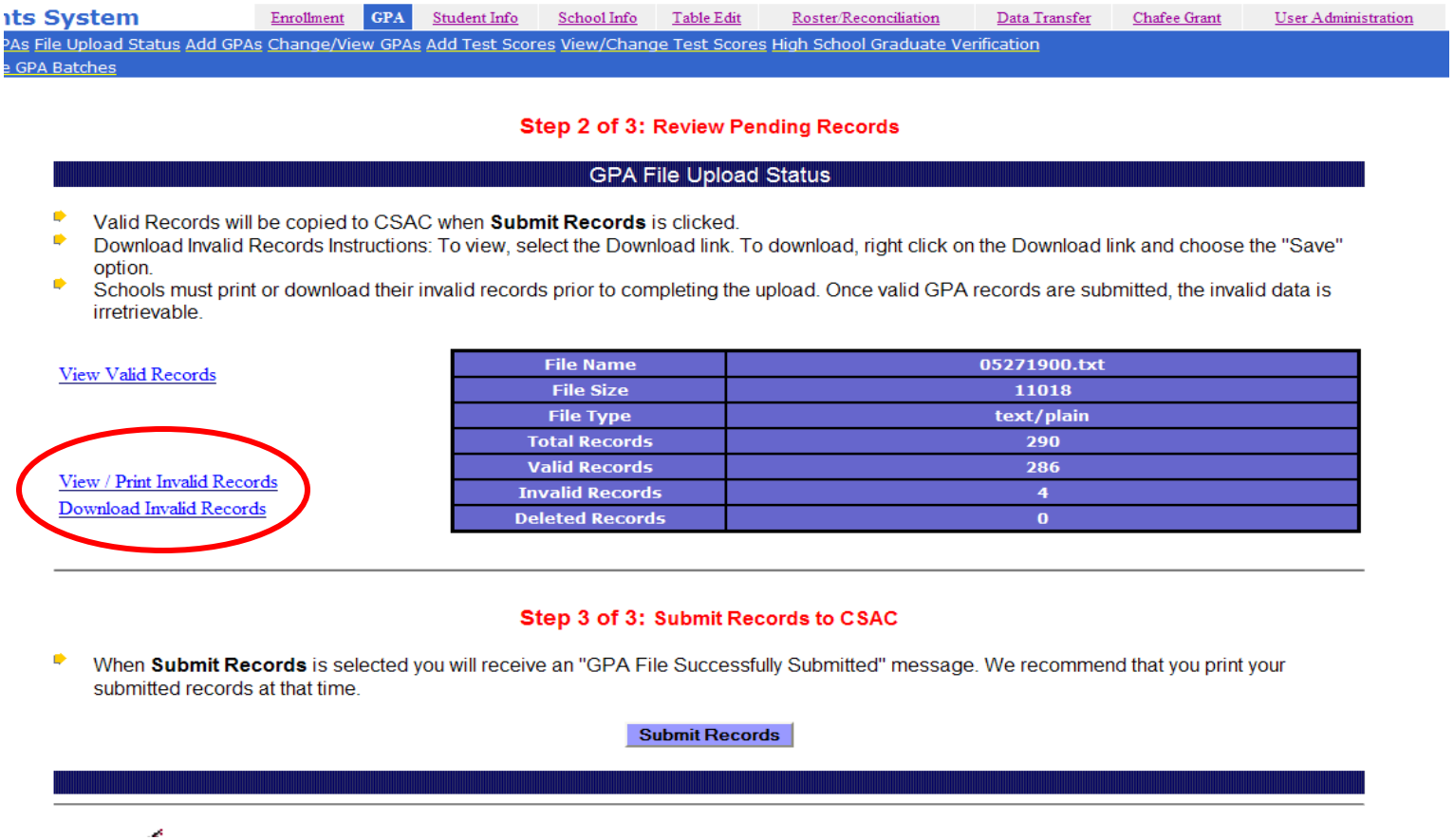
Your file is processing

File Uploading. Please wait...

Step 2 of 3: GPA File Upload Status Screen

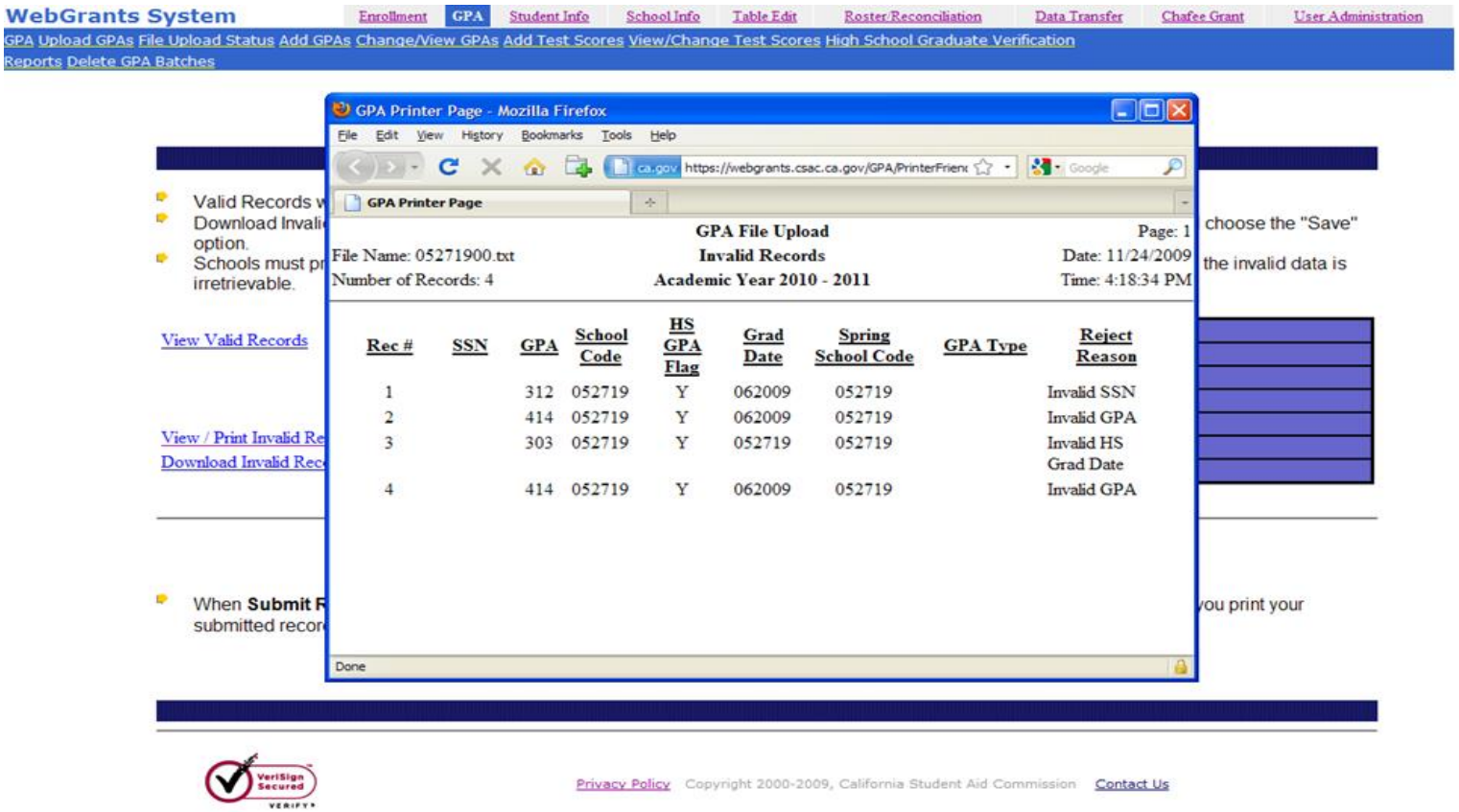


Step 2 of 3: GPA File Upload Status Screen

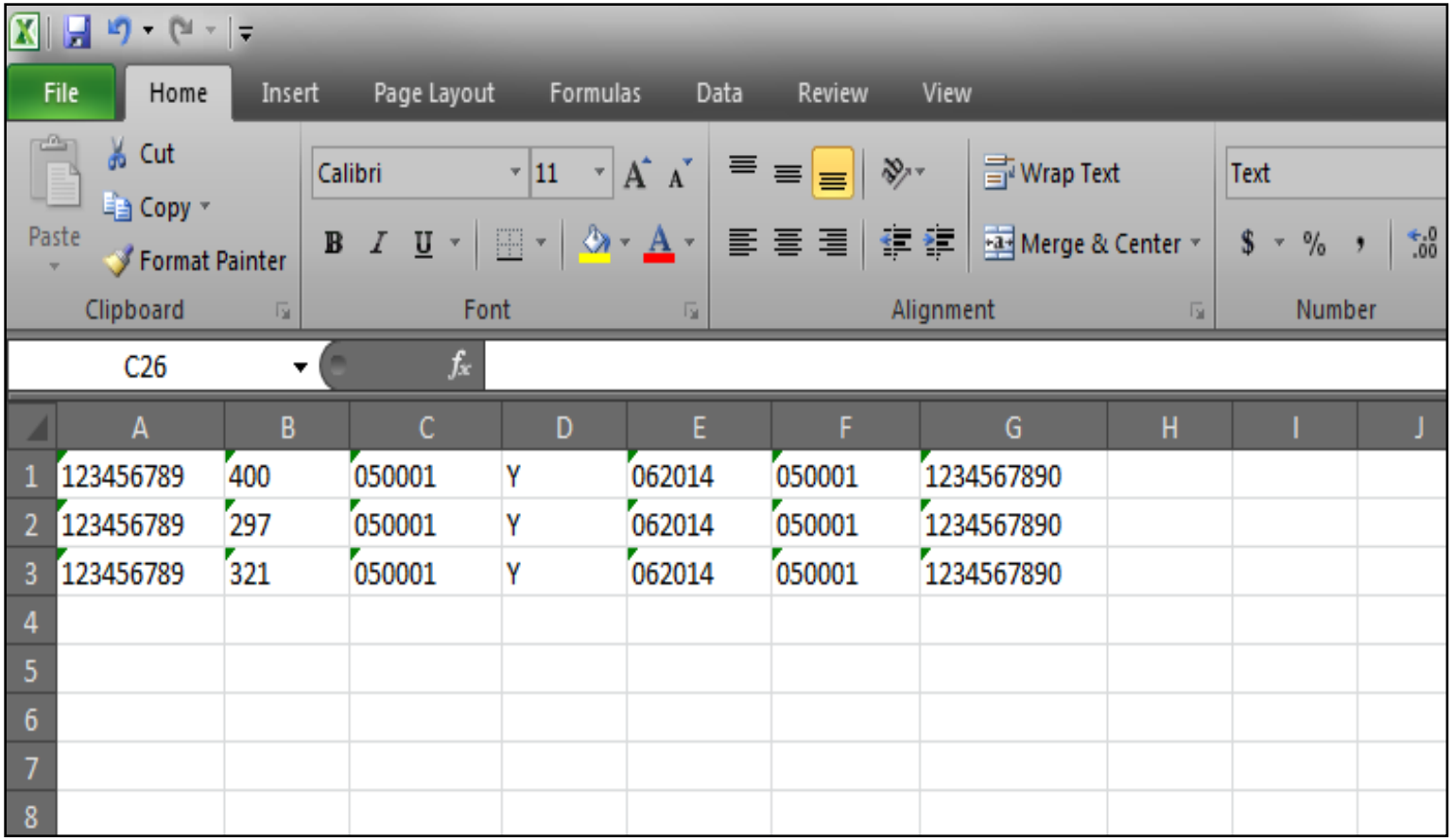


Print the invalid records (Ctrl + P)

View and Print Invalid Records

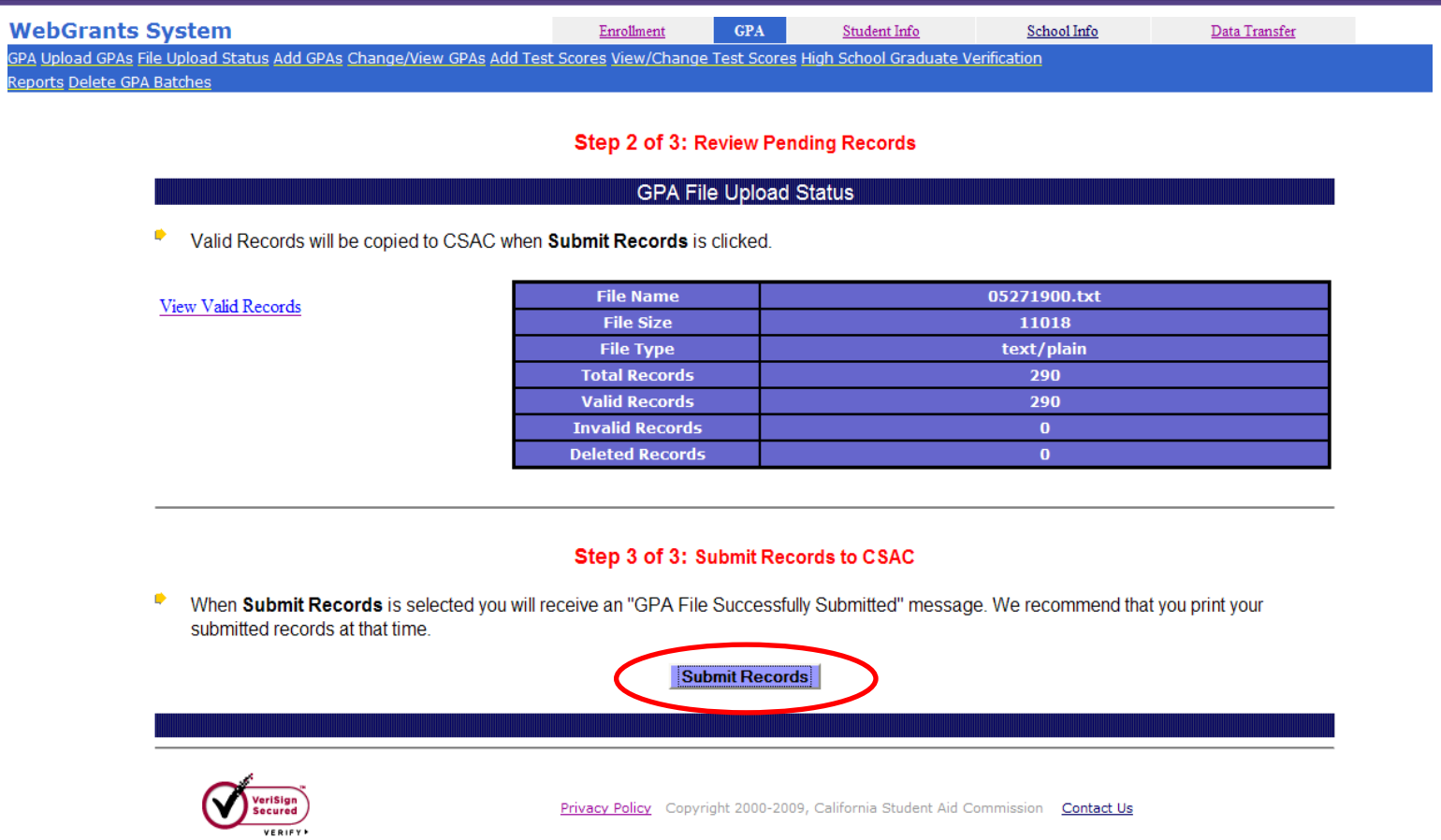


Make necessary corrections in the Excel spreadsheet and re-save as text

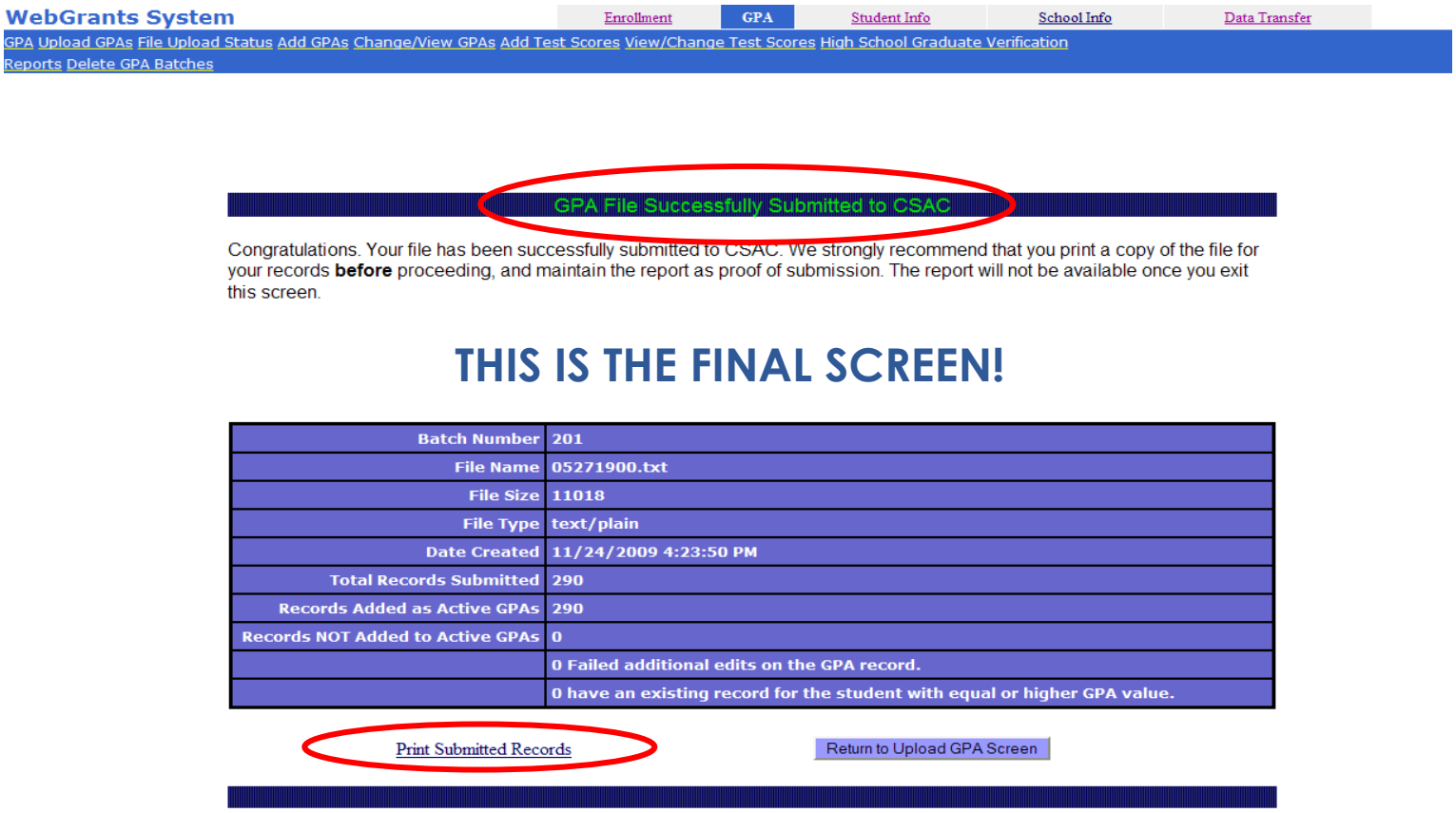


	A	B	C	D	E	F	G	H	I	J
1	123456789	400	050001	Y	062014	050001	1234567890			
2	123456789	297	050001	Y	062014	050001	1234567890			
3	123456789	321	050001	Y	062014	050001	1234567890			
4										
5										
6										
7										
8										

Click 'Submit Records'



You have successfully uploaded your GPA file. Print the submitted records.



Reports

REPORTS

WebGrants>Data Transfer Menu>Report Download

SSN GPA Reports at a Glance

- **GPA Summary Report**
  Summary of GPA records submitted
- **Student Summary Report**
  Displays student's status after the SSN GPA has been received
- **Financial Application (No GPA) Report**
  Displays list of students who have submitted a FAFSA/Dream Application but do not have a GPA on file.
- **Your Cal Grant Awardees Report** (formerly School of Origin)
  Displays students by name and date of birth that have been offered the Cal Grant award.

Reports

GPA Summary Report

- An accumulative list of GPA records received as of the report date
- Updated daily
- Check for GPA submission accuracy the following day after your upload.

Reports

Student Summary Report

- Students application/award status
  - GPA Summary Report & Your Awardees Report combined into this one comprehensive report
- Refreshed nightly, However, award status information will begin to update weekly starting January
- Compare this report to your records checking for possible errors
- Remind students to complete their FA application

Reports

Financial Application no GPA Report

- Students that have submitted a FAFSA/Dream Act application, but no GPA has been submitted.
- Available beginning in January
- Updated weekly, check for new reports on Monday

- 2015 Enhancements:
  - Student Date-of-birth Column added
  - Sorted students by last name
  - Field Key Added

Reports

Your Cal Grant Awardees Report

- Students that are being offered a Cal Grant award
- Available beginning in February
- Updates weekly, check for new reports on Monday
  - 2015 Enhancements:
    - Limited to only current year seniors
    - Formerly named 'School of Origin' Report
    - SSID and School Student ID Added
    - High school grad date added
    - Field Key Added

Corrections

Corrections

- Correction Letter:
  - Address letter (on school letterhead) to Cal Grant Operations
  - Explain that incorrect information was originally submitted
  - List incorrect information and correct information
  - Make sure the GPA, School Code, Grad Date, student last name, first name, and date of birth are provided.
  - List your contact information in case we need clarification
  - Mail to: CSAC, Cal Grant Operations, P.O. Box 419077, Rancho Cordova, CA 95741

Thank you for attending

Contact & Training Resources

- schoolsupport@csac.ca.gov
- School Support Phone 888-294-0153

- WebGrants Help: SSN GPA Upload User Guide